



HOW TO USE *STUDENT PLANNING*

Register for Courses *WITH* your Education Plan

1. Log in to **WebAdvisor**, open the Student tab, and click **My Education Plan** under the Academic Planning section.
2. Under the Plan Your Degree and Register section, click **Go to Plan and Schedule**.
3. Click the **right arrow** next to the term until you reach the desired term.
4. Under the listed courses on the left side, click **View Other Sections**.
5. The sections will be listed below the course. Use the arrows to navigate to view each section.
6. Click **Filter Sections** to narrow your search (including days, times, locations, on-line, availability).
7. Select the course and view section details; Click **Add Section** (the section will show up on your calendar).
8. Click the **Register Now** button above the calendar to register (the course will turn green on your calendar).

Register for Courses *WITHOUT* an Education Plan

1. Follow steps numbered 1–3 listed above.
2. Type the name(s) of the course and the course number (or just the subject) in the search bar and click the **Search Button** or **Enter**.
3. Select the course and view section details; click **Add Course to Plan**. Do this for each of the courses you want to take.
4. Return to **Plan and Schedule**. Follow steps numbered 4–8 above.

Pay for Your Courses

1. Go to the Financial Information tab on the left side tool bar.
2. Open the Student Finance drop-down menu, select **Make a Payment**, and enter the amount.
3. Select a payment method.
4. Click **Proceed to Payment**.
5. If you have money on your account from a scholarship, financial aid, or a loan, funds will be used to pay your balance.

Manage Waitlists

1. If a section is full and you want to be put on the waitlist, click the section, view the section details, and click **Add Section**.
2. Return to the course list and click the **Waitlist** button; this will add you to the waitlist for that section.
3. Waitlist notifications will be sent to your Schoolcraft College email.

